

## 2<sup>nd</sup> Interim CACFP Management Improvement Rule: New Center Sponsor Provisions Effective on October 1, 2004

Regulatory citation	Topic and Provision	Summary	Action required
226.16(d)(4) (i)-(ii) [p. 60]	<u>Content of sponsor monitoring visits</u>  <u>Note:</u> This requirement does not apply to single center sponsors	Sponsors must review specific aspects of center operations when they conduct monitoring visits.	CACFP will revise the sample sponsor monitoring form to include the new provisions and will distribute the updated form to sponsors. The new forms will allow sponsors to reconcile meal counts against enrollment and attendance for a consecutive five-day period, confirm that the center's menu meets meal pattern requirements, that required licensing requirements are met, that staff have attended CACFP training, and that required records are being maintained.
226.16(d)(2)-(3) [p. 60] 226.16(l)(2)(viii) [p. 62] 226.18(b)(2) [p. 66]	<u>Content of sponsor training</u>	Key staff must be trained by the sponsor before they begin to participate in CACFP and at least annually thereafter. Key staff include the program director, food service personnel, monitors, classroom teachers and staff responsible for claims and recordkeeping.	Sponsors must offer training to all key staff annually. This training is mandatory, and failure to ensure that key staff attend mandatory training could result in the sponsor being named seriously deficient in the operation of CACFP. The training must include instruction on CACFP meal patterns, meal counts, claims submission, claim review procedures, recordkeeping requirements and reimbursement.
226.15(e)(14) [p. 57]	<u>Training of monitors</u>  <u>Note:</u> This requirement does not apply to single center sponsors	Sponsors must provide training to all staff with monitoring responsibilities every year.	All sponsor staff with monitoring responsibilities must receive training that includes instruction on meal patterns, meal counts, claims submission and claim review procedures, recordkeeping requirements, and an explanation of the way sponsor's reimburse centers for meals served.

<b>Regulatory citation</b>	<b>Topic and Provision</b>	<b>Summary</b>	<b>Action required</b>
226.19(b) [p. 68] 226.20(k) [p. 79]	<u>Time of Meal Service</u>  <u>Note:</u> This requirement applies school-age programs only	CACFP regulations no longer define the time between meal services in school-age programs. Instead, state agencies are allowed to set guidelines for the minimum time between meal services in school-age programs.	NY CACFP will issue a policy memo establishing guidelines for the time between meal services. The guidelines will recommend at least two hours between a snack and a supper meal, if the snack is served first and 2-1/2 hours between meal services when the supper meal is served before the snack.
226.16(b)(1) [p. 58]	<u>Monitor staffing standards</u>  <u>Note:</u> This requirement does not apply to single center sponsors or sponsors with less than 25 centers	This rule allows sponsors to count the staff time needed to update enrollment forms to the list of activities that can be counted as monitoring in calculating the monitor staff ratio.	Sponsors may include the staff time spent processing annually updated enrollment forms in their calculation of monitor staffing.

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<b>Regulatory citation</b>	<b>Topic and Provision</b>	<b>Summary</b>	<b>Action required</b>
226.16(d)(5) [p. 61] 226.6(m)(5) [p.44]	<u>Household contacts</u>  <u>Note:</u> This requirement does not apply to adult centers	In certain situations sponsors will be required to contact parents to verify the enrollment and attendance of participating children.	CACFP will issue a policy memo that describes when and how household contacts must be made. The policy memo will be issued by 4/1/05.
226.15(e)(3) [p. 56]	<u>Enrollment forms</u>  <u>Note:</u> This requirement does not apply to school-age, at-risk or adult centers or emergency shelters	Each center must obtain an enrollment form for each child in care each year. This form must be signed by a parent or guardian. In addition to parent/ guardian contact information, this form must include information on each child's normal days and hours in care and meals received while in care.	NY CACFP will issue a policy memo on enrollment form requirements by 4/1/05. Enrollment forms that include this information must be collected for all children newly entering care after 4/1/05. An enrollment form must be available for all children in care by 9/30/05.

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226.10(c) [p. 49] 226.11(b) [p. 51] 226.13(b) [p. 54]	<u>Edit checks of claims</u>  Note: This requirement does not apply to single center sponsors	Each sponsor must incorporate edit checks into their review and processing of center claims. If block claims are detected, the sponsor must conduct an unannounced visit to the center within 60 days.	NY CACFP will issue a policy memo detailing required edit checks of center claims and defining block claiming.
226.16(d)(4) (iv) [p. 60]	<u>Review averaging</u>  Note: This requirement does not apply to single center sponsors	If no serious deficiencies are identified during a sponsor's first two unannounced monitoring visits to a center during the year, the sponsor may skip the third visit of the year, so long as they conduct an average of 3 visits per center overall. This provision will allow a sponsor to conduct 2 unannounced visits to some centers, and more visits (at least 2 of which are unannounced) to other facilities.	NY CACFP will issue a policy memo describing how a sponsor can average the number of monitoring visits conducted each year.